

Durham Civic Center Authority Meeting Minutes

Tuesday, December 19, 2006

8:00am

The meeting was called to order at 8:00am with the following members present/absent:

Present: Rod Abraham, George Stanziale, Patrick Byker, Angie Elkins and Rob VanDewoestine.

Absent: (excused) Ed Stewart

Owner's representation: Sharon DeShazo, Brian Conklin, Heidi York and Sheila Huggins, and Joshua Bowen of Central Parking

Management Company present: Ken Lile, Yvonne Patton, and Dave Messinger

Motion of approval for November 21, 2006 minutes moved by Mr. Stanziale, seconded by Mr. Byker voted and agreed upon by all.

Executive Summary

- A review of the Authority's responsibilities under the management contract was conducted. This will be done on a regular annual basis.
- November Civic Center revenue was \$11,416 behind budget and spending was \$7,431 higher than budget to give a monthly deficit \$18,847 worse than the budget of negative \$77,283. This is forecast to reverse strongly in December with increased business giving a deficit \$42,198 under budget. Net income for the fiscal year is still forecast to be about \$166,000 better than budget with current bookings at 119% of the budget for the year.
- A meeting to discuss emergency roof repairs was held later in the day on December 19th. The group determined that \$175,000 in repairs are needed immediately. The expectation was to fund this from the operating budget for repairs, but it is unclear whether this amount of money is available. That answer will be forthcoming in the next few days.
- Mr. Lile submitted an updated CIP request per timeline for DCCA review and acceptance. Mr. VanDewoestine made a proposal to approve submittal, but to review this request against existing work in January. This was seconded by Mr. Abraham voted and approved by all. A sub-group will meet the second week in January to generate a spreadsheet of all capital projects and their status for review at the January board meeting. The intention is to have an ongoing working document that allows the board to understand the current status of bond and CIP projects.
- The Owners administration report included a CIP project update indicating a technical review of the Civic Center project drawings held on December 13 with Julius Hoff, facility engineer, Heery, EDI and General Service's staff. In addition, the facility is under review for ADA requirements. A project coordination meeting is planned for Thursday, December 21. As part of pre-construction deliverables, Skanska will provide cost estimates and a feasible construction schedule by mid January. Shaner staff will have the opportunity to discuss the schedule to ensure minimal interruption to events sales. Mr. Conklin was present to address questions posed by the Authority. Brian Conklin was asked to send Mr.

VanDewoestine the standards and calculations used to determine air conditioning deficiencies.

- The vacancy on the Authority is presently being advertised by the County Clerk's Office. To date, no applications have been received. Ms. York requested a copy of the actual ad for the replacement seat.
- Ms. Elkins lead a discussion voicing concerns on problems with the parking decks. Major points of discussion included: inadequate lighting, safety, and areas not available for use. Mr. Stanziale and Ms. Elkins agreed to compose a letter to city officials expressing these concerns for the board's review and signature. Joshua Bowen, of Central Parking was present, but at this point his group does not have a schedule of repairs and upgrades to city parking facilities funded by the bond issue.
- For Civic Center only contracts, the Authority requested representation on the committee.
- A proposal on forming a marketing task force was motioned by Mr. Abraham, seconded by Mr. Byker approved and voted on by all.
- Ms. Patton contacted Keith Cassell and has work underway for a pro-bono branding logo. The logo will conform to both the need for a Durham Civic Center identity and Marriott standards
- New business included a request to get on the joint City/County meeting agenda to report on Durham Civic Center operations, capital spending and strategic directions. A desired time would be at the March 13 session to give the board an opportunity to review the material at the February meeting.

Agenda for next meeting

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| • Capitol projects spread sheet | Ms. DeShazo and Mr. VanDewoestine |
| • 2007-08 Budget for review | Mr. Lile |
| • Marketing task force | Mr. Abraham and Ms. Patton |
| • Management report | Management team |
| • Objectives and priorities | Mr. VanDewoestine |
| • Review of parking garage letter | Ms. Elkins and Mr. Stanziale |
| • Hotel/rental car tax law | Mr. Abraham |